



DEPARTMENT OF THE ARMY
UNITED STATES ARMY GARRISON HEIDELBERG
UNIT 29237
APO AE 09102-9237

IMEU-HEI-LG

14 April 2006

MEMORANDUM FOR SEE DISTRIBUTION

**SUBJECT: United States Army Garrison Heidelberg (USAG Heidelberg) Command Policy # 29,
Command Supply Discipline Program (CSDP)**

1. References:

- a. AR 710-2, Supply Policy Below Wholesale Level, Appendix B, 08 Jul 05
- b. AR 735-5, Policy and Procedures for Property Accountability, 28 Feb 05

2. Purpose: This memorandum details policy responsibilities and provides guidance for conducting the CSDP within the USAG Heidelberg.

3. Applicability: This memorandum applies to all units and activities assigned or attached to the USAG Heidelberg, and all tenant units and activities supported with Government property, supplies, or equipment provided by the Garrison Installation Property Book Offices (IPBOs).

4. Policy: The CSDP is directed at eliminating noncompliance with supply regulations. Compliance with this supply directive will result in reduced expenditures for supplies and equipment and ensure better utilization of existing assets. Everyone who commands, manages, controls, issues or uses government property has an inherent responsibility to ensure supply regulations are strictly adhered to. Referenced directives require an aggressive supply discipline program at all levels of command.

5. Responsibilities: The USAG Heidelberg Director of Logistics (DOL) is in charge of the following:

- a. Overseeing the CSDP and keeping the USAG Heidelberg Commander advised of its status.
- b. Ensuring that all units, elements and activities assigned, or attached to, or supported by USAG Heidelberg adhere to the CSDP.
- c. Adding to the program, when necessary, to account for any uniqueness within USAG Heidelberg.

6. Guidance:

- a. Garrison Commanders will appoint on orders a senior logistician (Garrison DOL) to monitor the CSDP. A copy of these orders will be provided to USAG Heidelberg DOL.
- b. IPBOs, Primary Hand Receipt Holders, Commanders, and Supervisors will be evaluated for compliance with CSDP directives.

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c. The frequency of internal evaluation is as desired. External evaluations by the USAG Heidelberg CSDP Monitor or his action officer will be conducted on a semi-annual cycle, or as directed by the USAG Heidelberg Commander.

d. When applicable requirement cannot be completed, the immediate higher level of command must be notified.

e. The evaluated organization will be provided copies of each evaluation made under CSDP. Evaluations will identify specific noncompliance findings, cite regulatory guidance, make recommendations for corrective actions, and will include a suspense date for corrective actions.

f. Repeated discrepancies will be given particular emphasis in the evaluation report and will require a response of corrective actions taken.

g. A copy of the evaluation will be retained for reference during succeeding periodic evaluations.

h. A file of CSDP evaluations will be established and copies for the evaluations will be maintained by the office conducting the external evaluation.

i. Major problems or policy questions surfaced during CSDP evaluations will be elevated up the chain of command to that level capable of resolving the issue.

j. It is imperative that each person responsible and accountable for Government property, supplies and equipment is thoroughly familiar with, and aggressively exercises, their individual responsibilities.

7. Point of contact for this policy is Ronnie G. Yates, Chief, Supply and Services Division, DSN number 373-8030.

/s/

WILLIE E. GADDIS

COL, AV

Commanding

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